

**From:** [Walter M. Shaub](#)  
**To:** ["Erin Harmon - WPM1E"](#)  
**Cc:** (b) (6); [Shelley K. Finlayson](#)  
**Subject:** RE: OGE Materials  
**Date:** Thursday, November 17, 2016 4:32:42 PM

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Thanks!

**From:** Erin Harmon - WPM1E [mailto:[erin.harmon@gsa.gov](mailto:erin.harmon@gsa.gov)]  
**Sent:** Thursday, November 17, 2016 4:32 PM  
**To:** Walter M. Shaub  
**Cc:** (b) (6); Shelley K. Finlayson  
**Subject:** Re: OGE Materials

Good afternoon --

(b) (6) have all been cleared and are on an access list for the Transition Space under U# A00011. This list will expire on 1/21/17, and any OGE additions, subtractions, or changes will also go on this list -- I will just need to submit them through US Secret Service.

Thanks,  
Erin

Erin E. Harmon  
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On Thu, Nov 17, 2016 at 12:10 PM, Walter M. Shaub <[wmschaub@oge.gov](mailto:wmschaub@oge.gov)> wrote:  
**Erin**, Ok. It would have been nice to have been notified by GSA about the space changes, but we'll work something else out with the transition team. It may be just as easy to send someone over to their offices anytime they need our help. In the meantime, I'll forward your message to the three OGE employees who will email or call you with their WAVES information.

(b) (6) we can send our guys to you today or tomorrow, whichever is best for you. I think we have to give the WAVES folks a 30-minute window as to when they'll arrive, if the same rules apply to GSA as apply to the White House.

Walt

**From:** Erin Harmon - WPM1E [mailto:[erin.harmon@gsa.gov](mailto:erin.harmon@gsa.gov)]  
**Sent:** Thursday, November 17, 2016 12:06 PM  
**To:** Walter M. Shaub  
**Cc:** (b) (6); Shelley K. Finlayson

**Subject:** Re: OGE Materials

I double checked with Secret Service, and you could bring the three boxes through the main door without any additional screening. The cart would still have to be checked at the door. Anyone who requires entrance needs to complete the WAVES form that is attached. You can password protect the spreadsheet, or I can take it over the phone, if you prefer.

Regarding the space, there was an office that was dedicated for the OGE, but space plans have changed significantly since the review of floor plans and arrival of the Office of the President-elect. GSA will continue to work with the Office of the President-elect to redesignate and provide the space for OGE, and to ensure it is in the location they deem most appropriate.

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On Thu, Nov 17, 2016 at 11:29 AM, Walter M. Shaub <[wmschaub@oge.gov](mailto:wmschaub@oge.gov)> wrote:  
Thanks, (b) (6) I'd also like to send (b) (6) so you can talk about your plans for him.

**Erin**, they are coming with 3 boxes of supplies that the transition team will absolutely need right away for its work. They are the size of copier paper boxes. They will be delivered on a cart by another OGE employee. In addition, can you let me know about the status of GSA's longstanding plan to provide OGE with an office just outside the transition team's space so that we can coordinate with them throughout the transition? We're at the point where GSA is passing the baton to OGE on the heavy lifting, and we haven't heard any updates on this space.

Walter M. Shaub, Jr.  
Director  
U.S. Office of Government Ethics  
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Washington, DC 20005-3917

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Email: [walter.shaub@oge.gov](mailto:walter.shaub@oge.gov)

**From:** Erin Harmon - WPM1E [mailto:[erin.harmon@gsa.gov](mailto:erin.harmon@gsa.gov)]  
**Sent:** Thursday, November 17, 2016 11:28 AM  
**To:** (b) (6)  
**Cc:** Walter M. Shaub; Shelley K. Finlayson

**Subject:** Re: OGE Materials

Good morning -- are they the size of paper boxes, and will the cart be wheeled up by a person, or on a truck?

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On Thu, Nov 17, 2016 at 11:22 AM, (b) (6) <[@ptt.gov](mailto:(b) (6)@ptt.gov)> wrote:  
Perfect, thanks so much. I'm looping in Erin Harmon who is our GSA lead, because I am not sure about the logistics for accepting the delivery of materials at the transition.

I believe that we'll need to submit (b) (6) to WAVES so he can access the building. I am free any time tomorrow if that works for (b) (6)

Thanks for all of your help. -- (b) (6)

On Thu, Nov 17, 2016 at 11:09 AM, Walter M. Shaub <[wmschaub@oge.gov](mailto:wmschaub@oge.gov)> wrote:  
Absolutely. What would work best would be if I could send someone with the materials. It's three boxes on cart. Also, Shelley says you'd like to talk to (b) (6). I could send him over there too. Would that work?

**From:** (b) (6) <[@ptt.gov](mailto:(b) (6)@ptt.gov)>  
**Sent:** Thursday, November 17, 2016 10:56 AM  
**To:** Walter M. Shaub; Shelley K. Finlayson  
**Subject:** OGE Materials

Hi Walt and Shelley,

Would it be possible for us to get the copies of the OGE guides so that we can start sending them out to our nominees?

Thanks, (b) (6)

--

(b) (6)  
Presidential Transition Team  
Email: (b) (6) <[@ptt.gov](mailto:(b) (6)@ptt.gov)>  
Cell: (b) (6)

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(b) (6)

Presidential Transition Team

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Cell: (b) (6)

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